

1.12.

**Volenski, Dina**

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**From:** Volenski, Dina  
**Sent:** Wednesday, December 19, 2018 9:38 AM  
**To:** 'Hawks, David@CALFIRE'  
**Subject:** RE: Request for Fire Reports

Thank you David!

**From:** Hawks, David@CALFIRE <David.Hawks@fire.ca.gov>  
**Sent:** Wednesday, December 19, 2018 9:26 AM  
**To:** Volenski, Dina <dvolenski@townofparadise.com>; Station 81 <btu.paradisestn81@fire.ca.gov>; Station 35 <BTU.ParadiseStn@fire.ca.gov>; Station 82 <btu.paradisestn82@fire.ca.gov>  
**Cc:** Rice, LeAnn <lrice@townofparadise.com>; Garrett, Shannon@CALFIRE <Shannon.Garrett@fire.ca.gov>; Tapia, Joe@CALFIRE <Joe.Tapia@fire.ca.gov>  
**Subject:** Request for Fire Reports

Dina & Stations

Requests by citizens for a copy of fire reports, including the Camp fire should be directed to our CAL FIRE Fire Prevention Bureau at 530-538-7888.

Take care,

**David Hawks, Division Chief**  
**CAL FIRE/Butte County/Paradise Fire Rescue**  
**North Division Operations**  
Cellular: (530) 370-0928  
Email: [David.Hawks@fire.ca.gov](mailto:David.Hawks@fire.ca.gov)  
[www.buttecounty.net/Fire/](http://www.buttecounty.net/Fire/) [www.fire.ca.gov](http://www.fire.ca.gov)

## Volenski, Dina

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**From:** Volenski, Dina  
**Sent:** Friday, December 21, 2018 11:40 AM  
**To:** TH ALL; PD All; Hawks, David ; Lawrie, Curtis  
**Subject:** Public Records Request - Please respond by January 14, 2018  
**Attachments:** 122118 Request for Info from Employees.pdf

Tracking:	Recipient	Delivery
	TH ALL	
	PD All	
	Hawks, David	
	Lawrie, Curtis	
	dakin@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	usmith@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	gwill@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	rrubinoff@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	cpeters@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	shartman@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	kpeppas@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	rsmith@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	jalvies@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	mstjohn@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	tdecker@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	ereinbold@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	ccurtis@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	crollo@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	hcheung@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	khonea@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	dvolenski@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	rgrignon@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	smiller@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	cmays-keillor@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	jmarquis@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	vlynch@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	aanaya@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	pwalters@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	tyelenskaya@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	rpickering@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	cbaker@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	finuser@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	cnicoletti@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	mmeador@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	sbertagna@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	zprice@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	mmattox@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	rknichols@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	jhuggins@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	agibson@townofparadise.com	Delivered: 12/21/2018 11:40 AM
	kanderson@townofparadise.com	Delivered: 12/21/2018 11:40 AM

To: All Town Officers and Employees

From: Dina Volenski, Town Clerk

The Town of Paradise has received the attached public records request from ForCal.

- Please review the attached request and provide any records you have regarding the request.
- Please provide all records and communications including private servers wherein there is discussion or subject matter relating to the 2018 Camp Fire.
- Please provide any promises made to any utility or visa versa regarding the Camp Fire.

If you locate any such communications, please provide them to me no later than January 14, 2019 at 5:00 p.m. [dvolenski@townofparadise.com](mailto:dvolenski@townofparadise.com)

Thank you.

## **Volenski, Dina**

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**From:** Volenski, Dina  
**Sent:** Wednesday, December 26, 2018 12:30 PM  
**To:** Hawks, David  
**Subject:** Word document of Ordinance 572  
**Attachments:** ord\_572.docx

Here you go David! Hope you are doing well. Dina

TOWN OF PARADISE  
ORDINANCE NO. 572

AN URGENCY ORDINANCE OF THE TOWN COUNCIL  
OF THE TOWN OF PARADISE ESTABLISHING REQUIREMENTS  
FOR THE REMOVAL OF FIRE DAMAGED DEBRIS FROM  
PRIVATE PROPERTY FOLLOWING THE CAMP FIRE

The Town Council of the Town of Paradise, California,  
ordains as follows:

**Section 1. Emergency Findings.** This Urgency Ordinance is adopted pursuant to California Government Code Section 36934 and shall take effect immediately upon its approval by at least a four-fifths vote of the Town Council. The Council finds that this Ordinance is necessary for the immediate preservation of the public peace, health and safety, based upon the following facts:

- A. Conditions of extreme peril to the safety of persons and property within the Town were caused by the Camp Fire, commencing on the 8th day of November, 2018, at which time the Town Council was not in session.
- B. California Government Code Section 8630 et. seq. empowers the Director of Emergency Services to proclaim the existence of a local emergency when the Town is affected or likely to be affected by a public calamity, subject to ratification by the Town Council at the earliest practicable time.
- C. On November 8, 2018, the Director of Emergency Services of the Town proclaimed the existence of a local emergency within the Town due to the Camp Fire.
- D. On November 8, 2018, the Acting Governor of the State of California proclaimed a State of Emergency for Butte County and on November 14, 2018, the Governor issued Executive Order B-57-18 concerning the Camp Fire.
- E. On November 12, 2018, the President of the United States declared the existence of a major disaster in the State of California, providing assistance from many federal agencies, including the Federal Emergency Management Agency (FEMA).
- F. On November 13, 2018, the Town Council adopted Resolution No. 18-42 ratifying the Director of Emergency Services' proclamation of the existence of a local emergency in the Town.

- G. The Camp Fire to date has consumed 153,336 acres and has led to the destruction of 13,696 residences, damage to 462 residences, the destruction of 276 multiple family residences, the destruction of 528 commercial buildings, damage to 102 commercial buildings, the destruction of 4,293 other minor structures, and resulted in the evacuation of over 50,000 people. As a result, the Camp Fire has created an enormous amount of debris.
- H. The potential for widespread toxic exposures and threats to public health and the environment exists in the aftermath of a major wildfire disaster. Debris and ash from residential and commercial structure fires can contain hazardous substances and the health effects of hazardous substances releases after a wildfire are well-documented.
- I. The combustion of building materials such as siding, roofing tiles, and insulation can result in dangerous ash that contains asbestos, heavy metals and other hazardous materials. Household hazardous waste such as paint, gasoline, cleaning products, pesticides, compressed gas cylinders, and chemicals may have been stored in homes, garages, or sheds that may have also burned in the fire, also producing hazardous materials.
- J. Exposure to hazardous materials may lead to acute and chronic health effects and may cause long-term public health and environmental impacts. Uncontrolled hazardous materials and debris pose significant threats to public health through inhalation of dust particles and contamination of drinking water supplies. Improper handling can expose residents and workers to toxic materials, and improper transport and disposal of fire debris can spread hazardous substances throughout the community.
- K. Standards and removal procedures are needed immediately to protect the public health and environment, and to facilitate coordinated and effective mitigation of the risks to the public health and environment from the health hazards generated in the Camp Fire disaster.
- L. It is essential that this Ordinance become immediately effective to mitigate the harm that could be caused to the public health and safety and to the environment from the improper disturbance, removal and/or disposal of debris containing hazardous materials, and to facilitate the orderly response to the Camp Fire disaster.

**Section 2. Definitions.**

- A. Director. The term Director shall mean the Town Manager.

- B. OES Program. For purposes of this Ordinance, the term "OES Program" shall mean the fire damage debris clearance program operated by the Office of Emergency Services for the Camp Fire in conjunction with other State and Federal agencies.
- C. Alternative Program. For purposes of this Ordinance, the term "Alternative Program" shall mean the requirements for inspections, clean up and disposal for property owners that opt out of or are ineligible for the OES Program.
- D. Private Action. For the purposes of this Ordinance, the term "private action" shall mean the removal of fire debris from private property damaged by the Camp Fire by persons not eligible for or opting out of the OES Program.
- E. Removal of Fire Debris. The term "removal of fire debris" as used in this Ordinance includes all cleanup of fire debris from structures resulting from the Camp Fire, including removal, transport and disposal of fire debris, but it does not include the removal of personal property from residential sites unless such removal of personal property involves cleanup and the removal of ash from the property.
- F. Right of Entry Permit. The term "Right of Entry Permit" means the Debris Removal Right-of-Entry Permit (For Providing Debris Removal on Private Property) approved by the California Office of Emergency Services for use in the cleanup after the Camp Fire.
- G. Council. The term "Council" means the Town Council.

### **Section 3. Effective Period.**

This Ordinance shall take effect immediately upon adoption and shall remain in effect until the cleanup of fire debris has been completed on all properties within the Town damaged by the Camp Fire.

### **Section 4. Prohibition on Removal of Fire Debris from Private Property.**

No fire debris from structures shall be removed from private property without a hazardous materials inspection conducted either by the U.S. Environmental Protection Agency or California Department of Toxic Substance Control through the Office of Emergency Services' fire debris clearance program, or by an entity approved through the Alternative Program. This Ordinance shall apply to properties that contained a qualifying structure under the OES Program. This Ordinance shall not apply to properties that only contained non-qualifying structures, including but not limited to sheds, canopies, carports,

well houses, greenhouses, chicken coops or fencing. Whether fire debris derived from a qualifying or non-qualifying structure shall be determined by the Director, or her designee, in consultation with CalOES.

**Section 5. Removal of Fire Debris through the OES Program.**

- A. Effect of the Right of Entry Permit: The Right of Entry Permit shall function as the sole permit and authorization for participation in the OES Program.
- B. Notwithstanding any contrary provision in Paradise Municipal Code, no Town approvals or permits for fire debris removal are required for properties participating in the OES Program, other than the Right of Entry Agreement, which will be administered by the Butte County Department Environmental Health.

**Section 6. Removal of Fire Debris through the Alternative Program.**

- A. The Butte County Department of Environment Health shall adopt and administer the Alternative Program on behalf of the Town. The County shall utilize the state and federal standards and cleanup goals of the OES Program as the standards for the Alternative Program.
- B. For those persons who are not eligible for the OES Program, or who opt out of the OES Program, private action to remove fire debris from fire-damaged properties is prohibited unless and until a hazardous materials inspection has been performed and authorization from the Director has been provided pursuant to the Alternative Program.
- C. The Alternative Program shall require an application that identifies the appropriate licensed contractors who will perform the work and the submission of plans that demonstrate that the standards established in the Alternative Program will be met. Work shall not begin until the Butte County Department of Environmental Health approves the application.
- D. Upon completion of the work described in the approved plans, the Alternative Program shall require an application for certification of successful completion of the work required by the Alternative Program. The Alternative Program will require that: (1) the debris removal and clean-up work on the property meets or exceeds the standards set by the State of California for debris removal; and (2) the owner completely remove and dispose of the foundation or submit a letter from a licensed civil or structural engineer certifying that the foundation is



acceptable for rebuild. The letter shall certify structural reasons for the decision and include the process and procedure used to reach the conclusion.

**Section 7. Hold on Building Permits.**

Any issued Town building permit to repair or reconstruct a fire damaged structure or private infrastructure shall be held in abeyance and not acted upon until fire debris cleanup is completed on the affected property and completion is confirmed to the Town Building Official, either through the OES Program or through the Alternative Program.

**Section 8. Deadlines and Enforcement.**

- A. The Town may set deadlines for filing either an acceptable Right of Entry Permit in the OES Program or an acceptable application for the Alternative Program by resolution.
- B. Properties that have fire ash and debris from the Camp Fire and that have neither an approved Right of Entry Permit for the OES Program nor an approved application for the Alternative Program by the deadline set by the Council may be declared a nuisance and health hazard and such property may be abated pursuant to this Ordinance.
- C. The Town may set deadlines for the completion of work in the Alternative Program by resolution. Properties that have fire ash and debris from the Camp Fire after that deadline may be declared a nuisance and health hazard.
- D. The Town's intent is to facilitate orderly remediation of a large-scale disaster. Nothing in these deadlines shall limit the authority of the Town to abate hazards more quickly where required by exigent circumstances. Nothing in this Ordinance or in these deadlines shall limit the authority of the Director to require preventive measures as defined in California Health and Safety Code Section 101040.
- E. Enforcement and Abatement.
  - (1) General Enforcement action. When the Director determines that an activity is being performed in violation of this Ordinance, the Director may initiate an enforcement action using the process set forth in the Paradise Municipal Code and may seek the imposition of costs and civil penalties pursuant to the Paradise Municipal Code. Nothing in this provision is intended to prevent alternate enforcement mechanisms, including but not

limited to, health officer orders pursuant to California Health and Safety Code Section 101040.

- (2) Summary Abatement. Pursuant to the authority of Cal. Const., art. XI, Section 7; California Health and Safety Code Section 101040, California Government Code Section 38773, and the Paradise Municipal Code, if the Director determines that a violation of this Ordinance has created an emergency condition which seriously endangers the public health or safety, the Town may abate the condition within the Town. The costs shall be charged to the property owners(s) and the Town may, at its option, recover the same in an administrative or civil action. Such charges shall be in addition to any penalty for a violation of this Ordinance.

- i. Pre-Abatement Notice. Unless emergency conditions preclude doing so, the Director shall issue a Summary Abatement Notice and Order with reasonable notice. The Notice and Order shall be mailed to the property owner(s) as listed on the last equalized tax roll. A summary of the Notice and Order shall be posted in a conspicuous location on the property to be abated at least 10 calendar days prior to the summary abatement action.
- ii. Appeal and Waiver. The property owner(s) or any person or entity having a legal interest in the property may submit a written appeal of the Director's Order to the Town Council no later than 10 calendar days from the date of mailing of the Notice and Order. The written appeal shall state the basis for the appeal. The appeal shall be heard by a Town-appointed hearing officer regarding the appeal and shall issue a written decision (the "Decision") no later than 10 calendar days after receipt. The Decision shall uphold, rescind or modify the determination of the Notice and Order. The Decision on the appeal shall be final. Failure to appeal within the time prescribed shall constitute a waiver of the right to contest the summary abatement.
- iii. Post Abatement Notice. After the summary abatement is completed, the Director shall serve the property owner(s) with a post abatement notice that sets forth: (a) the actions taken by the Town; (b) the reasons for the actions; (c) a statement of the costs, expenses and attorney's fees, if any, of the abatement and notice of the Town's intent to collect those costs; and (d) right to appeal the costs determination within ten (10) calendar days of the notice. If the property owner is responsible for any costs, expenses or attorney's fees, such costs shall become a lien

against the property and a Notice of Abatement Lien may be recorded with the Butte County Recorder.

- iv. Post Abatement Costs Appeal. If the property owner(s) or anyone with a legal interest in the property submits a timely costs appeal, the Town shall schedule an administrative hearing on the matter and provide the appeal party with reasonable notice of the hearing. The hearing officer shall conduct an administrative hearing where each party shall have the opportunity to present evidence and the Town shall have the obligation to establish that the costs, including expenses and attorney's fees, if any, incurred for the summary abatement were necessary by a preponderance of the evidence. After the hearing, the hearing officer shall issue a written decision and order that shall be served upon the appealing party within 30 calendar days of the hearing unless extended by agreement of the parties.

**Section 9. Judicial Enforcement Action.** The Town Attorney is authorized to initiate judicial enforcement as to a violation of any provision of this Ordinance without further Town Council approval.

**Section 10. Remedies not exclusive.** The remedies identified are in addition to and do not supersede or limit any and all other remedies, civil or criminal. The remedies provided in this Ordinance shall be cumulative and not exclusive.

**Section 11. CEQA Exemption.** Adoption of this Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21080(b)(3) regarding projects to maintain, repair, restore, or replace property or facilities damaged or destroyed as a result of a declared disaster and Section 21080(b)(4) regarding actions to mitigate or prevent an emergency, and CEQA Guidelines Section 15269(a) regarding maintaining, repairing, restoring, demolishing, or replacing property or facilities damaged or destroyed as a result of a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, commencing with Section 8550 of the California Government Code.

**Section 12. Severability.** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Town Council hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof irrespective

of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

**Section 13. Effective Date and Publication.** This Ordinance shall be and the same is hereby declared to be in full force and effect immediately upon its passage by a four-fifths (4/5) or greater vote of the Town Council. A fair and accurate summary of this Ordinance shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Town Councilmembers voting for or against the same, in a newspaper of general circulation published in the Town of Paradise, State of California. A complete copy of this Ordinance is on file with the Town Clerk and is available for public inspection and copying during regular business hours in the office of the Town Clerk.

**PASSED AND ADOPTED** by the Town Council of the Town of Paradise, County of Butte, State of California, on this 11<sup>th</sup> day of December, 2018 by the following vote:

AYES: Greg Bolin, Steve Crowder, Melissa Schuster,  
Mike Zuccolillo and Jody Jones, Mayor

NOES: None

ABSENT: None

ABSTAIN: None

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Jody Jones, Mayor

ATTEST:

APPROVED AS TO FORM:

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Dina Volenski, CMC, Town Clerk

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Dwight L. Moore, Town Attorney

## Volenski, Dina

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**From:** Will, Gina  
**Sent:** Friday, January 11, 2019 2:44 PM  
**To:** Hawks, David@CALFIRE  
**Subject:** RE: Town of Paradise Fire Department, California: EMW-2017-FP-00457

Thanks David!

Gina S. Will  
Administrative Services Director/Town Treasurer  
Town of Paradise  
5555 Skyway  
Paradise, CA 95969-4931  
(530) 872-6291 ext 119  
[gwill@townofparadise.com](mailto:gwill@townofparadise.com)

**From:** Hawks, David@CALFIRE <David.Hawks@fire.ca.gov>  
**Sent:** Tuesday, January 8, 2019 5:17 AM  
**To:** julia.barron@fema.dhs.gov  
**Cc:** Will, Gina <gwill@townofparadise.com>; David Hawks <David.Hawks@fire.ca.gov>; Messina, John@CALFIRE <john.messina@fire.ca.gov>; Rice, LeAnn <lrice@townofparadise.com>; Mattox, Marc <mmattox@townofparadise.com>  
**Subject:** Town of Paradise Fire Department, California: EMW-2017-FP-00457

Julia

I understand that you've been out of the office due to the federal government funding issues, I'm sorry to hear that. I writing to you about our FEMA Fire Prevention Grant EMW-2017-FP-00457, reference attached award status and email string.

As I'm sure you know on November 8, 2018 Paradise and surrounding area suffered a devastating fire that took the lives of 86 people and destroyed nearly 19,000 structures the vast majority of which were within the Town of Paradise. Just prior to this fire I had drafted an RFP for one element of our grant, the evacuation video for Paradise. Unfortunately the fire hit and our efforts shifted to firefighting and now disaster recovery.

There is still a need for the evacuation video and other grant elements including evacuation traffic signage and evacuation reference material (refrigerator magnets identifying evac zones); however, with the disaster recovery we a stretched thin and in some cases have to rethink the making and elements of our evacuation video. To date we have not expended any funds, nor initiated any work other then developing the draft RFP for a videographer/producer to create our Town evacuation video. We have also not yet completed our mid-term grant report due January 31, 2019

I'm asking to see if we might be able to extend our one year grant period which terminates in mid August 2019, and if needed after considering the impacts of the fire on this project if we might make some minor scope changes?

Also, I am the outgoing Fire Chief for Paradise, Chief John Messina cc in this email will be the new fire chief and will manage this grant going forward along with Gina Will and LeAnn Rice

Take care,  
**David Hawks**  
**Paradise Fire Chief**

Cellular: (530) 370-0928 Email: [David.Hawks@fire.ca.gov](mailto:David.Hawks@fire.ca.gov)

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**From:** Will, Gina <[gwill@townofparadise.com](mailto:gwill@townofparadise.com)>  
**Sent:** Tuesday, September 11, 2018 9:46 AM  
**To:** Hawks, David@CALFIRE  
**Cc:** Gill; Rice, LeAnn; Lawrie, Curtis@CALFIRE  
**Subject:** FW: Town of Paradise Fire Department, California: EMW-2017-FP-00457

Hi David:

It's official. We were awarded the grant!

Can we please discuss next steps and who will be doing what? I think we probably need to take this to Council for acceptance.

Warm regards,  
Gina

**From:** Barron, Julia <[julia.barron@fema.dhs.gov](mailto:julia.barron@fema.dhs.gov)>  
**Sent:** Tuesday, September 11, 2018 8:01 AM  
**To:** Will, Gina <[gwill@townofparadise.com](mailto:gwill@townofparadise.com)>  
**Cc:** Smith, Susan <[ssmith@townofparadise.com](mailto:ssmith@townofparadise.com)>; Curtis Lawrie <[curtis.lawrie@fire.ca.gov](mailto:curtis.lawrie@fire.ca.gov)>  
**Subject:** Town of Paradise Fire Department, California: EMW-2017-FP-00457

Congratulations on being selected to receive a FY 2017 Fire Prevention and Safety (FP&S) Grant award!

I am one of the FP&S Program Office points of contact for this grant. The FP&S Program Office is responsible for the programmatic monitoring of this grant. As such, I will be reviewing your payment requests, performance reports, and amendment requests.

This e-mail and its attachments contain the information that you need to know in order to be successful with this grant.

If you have not already done so, you will need to officially accept or reject this grant award by following these instructions:

- Log into the [eGrant application portal](#)
- On the "Status" screen, scroll down until you find your FP&S grant.
- Select "View Award Packages" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the "Award Status" page, which provides links to "View Award Package" and "Print Award Package". The "Award Status" page also contains your FP&S grant number, award amount, and award notification date.

- Click the radio button "Accept Award" or "Reject Award".
- If you are rejecting the award, please complete the comments field with an explanation.
- Enter your password, check the box, and select the "Accept/Reject Award" button.

If no action is taken within thirty (30) days from the date of notification of award, the system will retract the award. If you need additional time to make a decision, please let me know.

Be sure to print and carefully read your Award Package, which is available in eGrants. The Negotiations Comments section of the Award Package may contain adjustments or special conditions that were added during the award process.

Please also carefully read the attached User Guide as it contains important information to help you successfully manage your grant, including grant requirements, deadlines, and detailed instructions about how to submit reports and requests in the eGrants system. In addition to your grant award and the Notice of Funding Opportunity, you should refer to the User Guide anytime you have questions about this grant. You should also share the User Guide with any personnel not listed as a contact on the grant that will be involved in the grant management or that will be providing information (e.g., payroll personnel, human resources personnel, etc.) to you about the grant.

The period of performance for your grant has already started. You can find your grant period of performance (POP) in a number of places in the eGrant system, including in the Award Package and on the FP&S Payment Request(s) screen. Only costs incurred between the period of performance start and end dates are allowable for reimbursement. Please see the *Period of Performance* section of the User Guide for additional information.

Please also review the department's points of contact as listed in the original grant application to ensure there have been no changes since the application was submitted. Please see the *Points of Contact* section of the User Guide for information on how to update the contacts.

Finally, please make sure to advise me if you encounter any issue that will prevent you from meeting the requirements of this grant. Please remember to include your grant number on all correspondence and e-mails. Thank you for participating in the FP&S grant program and congratulations again on your award!

Thank you,

Julia Barron  
 Fire Prevention and Safety (FP&S) Program Office  
 FEMA Assistance to Firefighters Grant Program  
 (202) 786-0929 desk  
 (202) 674-4652 cell  
[julia.barron@fema.dhs.gov](mailto:julia.barron@fema.dhs.gov)

**AFG Help Desk 1-866-274-0960**  
[www.fema.gov/firegrants](http://www.fema.gov/firegrants)